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**EXECUTIVE SECRETARIAT****ROUTING SLIP**

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SUSPENSE \_\_\_\_\_  
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Remarks

Executive Secretary

25 OCT 85

Date

3637 (10-81)



October 21, 1985

Executive Registry
85-4134

Mr. William J. Casey  
Director  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Casey:

You are cordially invited to join a select group of government executives on **Thursday, October 31, 1985**, for an executive briefing on the American Management Associations...

**STRATEGIC TEAM PLANNING PROCESS**

The AMA Team Planning Process is a team approach to planning that is being used with great success by more than 800 organizations in government, business, industry, and the not-for-profit sector. AMA has assisted many government organizations in team planning, including the Army Corps of Engineers, Bureau of Mines, Merit Systems Protection Board, the Army Academy of Health Services, Drug Enforcement Administration, Nuclear Regulatory Commission and recently the Small Business Administration. Join us to see how this approach will work for your organization.

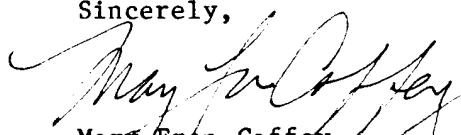
The briefing is being held to introduce the AMA Team Planning Process to government executives who have expressed an interest in practical methods of planning and control for the government in today's conditions. See how AMA's Team Planning Process can produce a better climate for success and...

- ...implement your objectives throughout the organization.
- ...improve your organization's performance in the face of uncertainty.
- ...strengthen your organization's ability to compete for limited resources and allocate your resources most effectively.

If you are considering formal planning, if your present program is not producing the results you want, or if you would like to know how other organizations like yours are planning, plan to attend. The briefing will be held at the AMA Washington Management Center, 440 First Street N.W., Washington, D.C. Continental Breakfast is at 8:30 a.m.; briefing starts promptly at 9:00 a.m. and will end by 11:30 a.m. To reserve your place, complete and return the enclosed RSVP form, or call me at 683-5441.

We look forward to seeing you there.

Sincerely,

  
Mary Fran Coffey  
Regional Representative



American Management Association • Washington Management and Marketing Center • Independent Affiliate  
1184 North Pitt Street, Alexandria, VA 22314 • (703) 683-5441

RSVP

To insure your reservation, please send in your response by October 28th, or call Mary Fran Coffey at 683-5441.

Please send to: American Management Associations  
Center for Planning & Implementation  
1184 North Pitt Street  
Alexandria, VA 22314

**Thank you for inviting me to AMA's Strategic Planning Briefing, Thursday, October 31, at the AMA Center, 440 First Street N.W., Washington, D.C.**

- ( ) Please reserve a place for me.
- ( ) Make that two places. I will bring a guest from my organization.
- ( ) I can not attend the briefing but please contact me about a private briefing at my office.
- ( ) Send me a detailed description of the Team Planning Process and the Center for Planning and Implementation.
- ( ) I can not attend the October 31st briefing.

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State Zip Phone ( )

\_\_\_\_\_  
Guest's Name & Title

\_\_\_\_\_  
Signature

**WE LOOK FORWARD TO SEEING YOU THERE**

ER 84-2088/1



Central Intelligence Agency  
Washington, D.C.  
(703) 351-7676

**George V. Lauder**  
Director, Public Affairs

22 May 1984

Executive Director:

*Chude,*

The American Management Associations (AMA) invited the DCI to attend an executive briefing on strategic planning Friday, 25 May, breakfast at 8:30 a.m., briefing at 9:00 a.m., Washington Management Center, 440 First Street N.W., Washington, D.C. Since the DCI will be out of town and the invitation is transferable, are you interested in attending? The Senior Advisor at AID, Assistant Secretary for Education, and Director of the Office of Management at HUD will be the level of attendees. If your schedule is full, perhaps a senior officer of the IC staff would wish to attend. Mr. Jack Kelly, Director of the AMA's Center for Planning and Implementation, will brief government executives in practical methods of planning and control for the government in today's conditions. The AMA Strategic Planning Process is a team approach to planning that is being used with great success by more than 700 organizations in government, business, industry, and the non-profit sector. Attached is further information on the AMA. Please let me know if you wish to accept or decline.

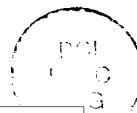


George V. Lauder

Attachment

ACCEPT: \_\_\_\_\_ DATE \_\_\_\_\_  
*offer to DC staff*

DECLINE: X \_\_\_\_\_ DATE \_\_\_\_\_

*P.306*

ER 84 050/1  
PA084-0220  
ER 84



Central Intelligence Agency  
Washington, D.C.  
(703) 351-7676

George V. Lauder  
Director, Public Affairs

22 May 1984

Executive Director:

*Chude,*

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George V. Lauder

Attachment

ACCEPT: \_\_\_\_\_ DATE \_\_\_\_\_

DECLINE: \_\_\_\_\_ DATE \_\_\_\_\_

## EXECUTIVE SECRETARIAT


## ROUTING SLIP

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SUSPENSE		Date			

Remarks

DCI out of town.

  
 Executive Secretary

18 May 1984

Date

3637 (10-87)

AMA

Executive Registry

84-2088

May 9, 1984

Mr. William J. Casey  
Director  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Casey:

You are cordially invited to join a select group of government executives on Friday, May 25th for an executive briefing on the American Management Associations...

STRATEGIC PLANNING PROCESS

The AMA Strategic Planning Process is a team approach to planning that is being used with great success by more than 700 organizations in government, business, industry, and the not-for-profit sector. AMA has assisted many government organizations in strategic planning, including the Merit Systems Protection Board and the Army Academy of Health Services. Join us to see how this approach will work for your organization.

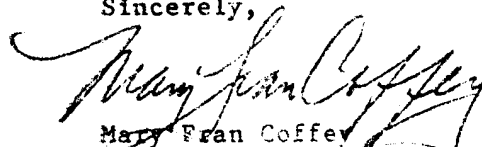
This special briefing is being presented by AMA's Center for Planning and Implementation's Planning Director, Mr. Jack Kelly. The briefing is being held to introduce the Strategic Planning Process to government executives who have expressed an interest in practical methods of planning and control for the government in today's conditions.

If you are considering formal planning, if your present program is not producing the results you want, or if you'd like to know how other organizations like yours are planning, please be our guest at the AMA Washington Management Center, 440 First Street N.W., Washington, D.C. Continental Breakfast is at 8:30 a.m.; briefing starts promptly at 9:00 a.m.

If you'd like to know more about this proven approach to Strategic Planning, plan to attend our meeting. To reserve your place, complete and return the enclosed RSVP form, or call me at 633-5441.

We look forward to seeing you there.

Sincerely,

  
Mary Fran Coffey  
Regional Representative

Enclosure



**RSVP**

TO ENSURE YOUR RESERVATION, PLEASE SEND THIS FORM BY MONDAY, MAY 21

TO: Ms. Mary Fran Coffey  
Regional Representative  
American Management Associations  
1184 N. Pitt Street  
Alexandria, VA 22314

Telephone 683-5441

I will attend the AMA Strategic Planning Briefing on May 25th

I do not plan to attend

I do not plan to attend, but I would like further information on  
the AMA Strategic Planning Process

NAME:

TITLE:

ORGANIZATION:

ADDRESS:

CITY/STATE:

TELEPHONE:

GUESTS:

(Name & Title)

SIGNATURE